



STATE OF MONTANA
DEPARTMENT OF ADMINISTRATION
ARCHITECTURE AND ENGINEERING DIVISION
1520 East Sixth Avenue • P.O. Box 200103 • Helena, Montana 59620.0103
Phone: 406.444.3104 • Fax: 406.444.3399

REQUEST FOR INFORMATION

Project Name:

A/E #:

Location:

RFI #:

To:

Attention:

From:

Attention:

Trades Affected:

In order to expedite the Work and avoid or minimize delays in the Work the following information is requested. Please return a response by:

Date Sent:

Date Received:

Information Requested:

Response:

Response Date:

Respondent:

This RFI is for clarification only. The contractor shall notify the Owner's Representative within 48 hours if he/she feels the response to this RFI constitutes additional work.

Distribution:

☐ Owner
☐ Agency

☐ Architect
☐ Contractor

☐ Engineer
☐ Other